

Subsidy and Aid Declaration 2021-2022

Return this form along with your application for rates relief.

The address of the non-domestic property for which you are claiming relief:

Council Billing Account reference (check your non-domestic rates bill):

If Billing Account reference is not known, please provide Assessor Property Reference Number (can be checked on <https://www.saa.gov.uk/>):

1. Ratepayer

Please provide full details of the Ratepayer (person(s) / business liable to pay the rates on the above property).

Ratepayer Name (check person or company named on your non-domestic rates bill):

Legal Structure of the Ratepayer (Please put an 'X' in the relevant box) –

Individual	<input type="checkbox"/>
Sole Trader	<input type="checkbox"/>
Partnership	<input type="checkbox"/>
Private Limited Company (LTD)	<input type="checkbox"/>
Public Limited Company (PLC)	<input type="checkbox"/>
Limited Liability Partnership (LLP)	<input type="checkbox"/>
Charitable Organisation	<input type="checkbox"/>
Other (Please State)	<input type="text"/>

IF APPLICABLE, Companies House Registration number or Charity Registration number:
(Company number e.g.: 03493961)

2. Subsidy Rules under the EU-UK Trade and Cooperation Agreement (TCA)

Financial assistance from public bodies is capped at a maximum of €325,000 Special Drawing Rights over a three-fiscal-year period. This amount is set out in the EU-UK Trade and Cooperation Agreement (TCA).

You must consider whether you have already received support from any public sector body in the current and previous two accounting (fiscal) years. Complete the accompanying pro-forma giving details if applicable.

To ensure that the council complies with the subsidy regime, we may be required to cap this relief. This may depend on:

- whether or not you have an interest in any business with other properties is in receipt, or eligible, for one of the existing rate relief schemes;
- the level of other public sector assistance received by the economic actor making the application (NOTE: this may include certain COVID-19 grant support. However, not all grants are considered to be capped in this way. The Council will determine this from your completed forms).

Have you (i.e. your business/es) received public sector assistance over the last 3 years* that in total would exceed €325,000, or would you expect to exceed that threshold if this relief were granted to you? (*current and previous two accounting years of your business/es)

Yes No

IF YES, complete the accompanying pro-forma (NOTE: Retail, Hospitality, Leisure and Aviation Non-Domestic Rates Relief awarded in 2020-21 will not count towards this cap consideration).

3. Declaration

Please read this declaration carefully before you sign and date it.

I am, or am duly authorised by, the Ratepayer to make the application.

I declare that the information given on this form is correct and complete to the best of my knowledge.

I authorise the Council to make any necessary enquiries to check the information.

I authorise the Council to cross-check the information with other Councils in Scotland.

I undertake to advise the Council of any change of circumstances, including the occupation / vacation of any other property I may occupy in Scotland which may affect liability for Non-Domestic Rates Relief.

I understand that if I give information that is incorrect or incomplete or fail to report changes in circumstances, I (or the Ratepayer I represent) may be prosecuted.

I understand that the Council will reclaim any incorrectly awarded Non-Domestic Rates Relief.

I have read and understood the privacy notice accompanying my relief application, available on the council's website at <https://www.orkney.gov.uk/Service-Directory/B/business-rates-privacy-notice.htm>

I claim the above relief from non-domestic rates liability.

Applicant Name: Telephone No:

Capacity (e.g. Owner; Tenant; Agent; Employee):

E-mail Address:

Contact Address:

Your Signature:

Date:

When completed, this form should be returned to:

Revenues Team, Council Offices, School Place,
Kirkwall KW15 1DN

If you have any general enquiries or require help in completing this form, please telephone 01856 886322

or e-mail <mailto:mrevenues@orkney.gov.uk>

For Council Office Use Only	
Actioned By	<input type="text"/>
Date	<input type="text"/>